



DEPARTMENT OF THE NAVY

NAVAL AIR STATION

LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 5800.3C

39000

18 DEC 1990

NAS LEMOORE INSTRUCTION 5800.3C

From: Commanding Officer, Naval Air Station, Lemoore

Subj: LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL  
PROPERTY

Ref: (a) United States Code, Title 10, Section 2575  
(b) DODINST 4160.21M  
(c) California Motor Vehicle Code, Division 11, Chapter  
10  
(d) ASSTSECNAV SL Washington, DC 201355Z DEC 88

Encl: (1) Notice of Intended Property Disposal  
(2) Release Document for Unclaimed Property

1. Purpose. To establish guidelines and procedures governing the disposition and handling of lost, abandoned, or unclaimed personal property under authority of references (a) through (d).

2. Cancellation. NASLEMINST 5800.3B.

3. Background. The authority to dispose of lost, abandoned, or unclaimed personal property that comes into the custody or control of the Secretary of the Navy, or representative, is contained in references (a) and (b). The Chief of Naval Operations (CNO) has determined that the turn-in of unclaimed privately owned vehicles to a Defense Reutilization and Marketing Office (DRMO) is no longer mandatory. Additionally, bicycles and other unclaimed personal property may be donated to charity consistent with the requirements of reference (a). No property may be disposed of until a diligent effort has been made to find the owner, his heirs, next-of-kin, or legal representative.

4. Action.

a. General. Per reference (b), the disposal authority is delegated to Commanding Officers of all installations, with power of redelegation. These instructions and procedures do not preclude the prompt return of private property temporarily misplaced through existing lost and found procedures. Property whose ownership cannot be determined or returned to owners within a reasonable period of time, as determined by the Commanding Officer or his designee, will be processed following this instruction.

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b. Disposition Board.

(1) The Commanding Officer will appoint a board to dispose of lost, abandoned, or unclaimed personal property. The board will consist of one or more officers or civilians. The board will examine the property and prepare a written and dated inventory, including the property's estimated current fair market value.

(2) When the owner has been determined:

(a) The property may be claimed by the owner, heirs, or next-of-kin, or legal representative within 45 days of notification of disposition. The notice, enclosure (1), will be sent by certified or registered mail to the last known address of the owner, heirs, next-of-kin, or legal representative. A release document, enclosure (2), will be included with the notice.

(b) Upon receipt of a properly executed release document from the owner, heirs, next-of-kin, or legal representative, the material listed becomes the property of the government and will be processed through supply channels. If the property in question is subject to a lien, the lien holder will be notified by registered mail, concerning the unclaimed property.

(3) When the owner has not been determined:

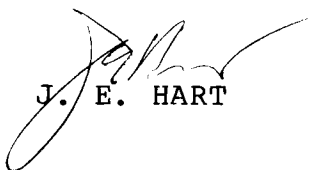
(a) When efforts to determine the owner, heirs, next-of-kin, or legal representatives prove unsuccessful, the property may be processed for immediate disposition, except if it has a fair market value of \$25.00 or more. Such items will not be processed for disposition until 45 days after the date it is received at a designated storage point.

(b) When efforts to determine the owner, heirs, next-of-kin, or legal representative of an abandoned privately owned vehicle, stored at designated areas aboard the Naval Air Station, prove unsuccessful after 45 days, a civilian wrecker service will be notified to tow and impound the vehicle. Per reference (d), bicycles may be donated to charity vice processing to DRMO after requirements of reference (a) have been met.

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(c) When transferring property for disposal, the board will provide a copy of the inventory, determination of value based on fair market value and one of the following:

- (1) A properly executed release document, or,
- (2) A statement of finding, showing that all requirements have been fulfilled.

  
J. E. HART

Distribution (NASLEMINST 5215.2R)  
Lists B and E



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From: Commanding Officer, NAS Lemoore  
To: (Name and address of individual concerned)

Subj: NOTICE OF INTENDED PROPERTY DISPOSAL

Encl: (1) Release document for unclaimed property

1. In conformity with the provisions of Title 10, United States Code, Section 2575, you are advised that 45 days from the date of this notice, the property described below will be shipped to the Defense Reutilization and Marketing Office (DRMO) in Stockton, CA.

Property:

2. A request for the return of the property will be honored if received prior to the time specified. Requests for return of the property after the specified time will be honored only if disposition has not been made.

3. Enclosure (1), duly completed, will wholly release any claim made by you for this property. YOU ARE UNDER NO OBLIGATION TO RELEASE YOUR CLAIM TO THE GOVERNMENT. However, if you do so, you may save the Government considerable expense.

4. Forward all correspondence regarding this matter to:

Commanding Officer  
ATTN: Code 46  
Naval Air Station  
Lemoore, CA 93246-5001  
PH: (209) 998-3599

Board Member  
By direction of the  
Commanding Officer

Encl (1)

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RELEASE DOCUMENT FOR UNCLAIMED PROPERTY

Know all men by these presents that I \_\_\_\_\_  
do hereby unconditionally give to the United States Government  
all of my right, title and interest in and to the following  
described personal property:

\_\_\_\_\_  
\_\_\_\_\_

The above described property of which I was the sole and  
exclusive owner is located at \_\_\_\_\_.  
I hereby authorize the Government to dispose of said property in  
any manner it may deem suitable and hereby release and discharge  
the United States Government and its agents from any and all  
claims and demands whatsoever by me which could otherwise be  
asserted because of the disposition of said personal property by  
any person.

In witness whereof I have set my hand this \_\_\_\_\_  
day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
(Signature of Individual)

Acknowledged before me by \_\_\_\_\_  
at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
(Notary Public)